

# NOTICE TO EMPLOYEES

The Wisconsin Department of Health and Family Services (DHFS) has established standards to protect you from hazards associated with radioactive materials and radiation emitting machines and has established certain provisions for the options of workers engaged in work under a DHFS license or registration. In particular, the following information is available for your review:

Wisconsin Administrative Code HFS 157; Subchapter III - Standards for Protection from Radiation and  
Wisconsin Administrative Code HFS 157; Subchapter X - Notices, Instructions and Reports to Workers  
Any other documents your employer must provide, as noted below in "Your Employer's Responsibility"  
These may be found at the following locations:

## YOUR EMPLOYER'S RESPONSIBILITY

Your employer is required to:

1. Apply these regulations to work involving radiation sources.
2. Post or otherwise make available to you a copy of the license, conditions or documents incorporated in the license by reference and amendments, and/or registration certificate(s) and operating procedures that apply to work you are engaged in and how their provisions apply to you.
3. Post any Notice of Violation involving radiological working conditions, proposed imposition of civil penalties or orders.

## YOUR RESPONSIBILITY AS A WORKER

You should:

1. Know the provisions of the Wisconsin Administrative Code Chapter HFS 157 "Radiation Protection", the precautions, the operating procedures, and the emergency procedures that apply to the work in which you are engaged.
2. Observe the provisions for your own protection and protection of your co-workers.
3. Report unsafe working conditions or violations of the license or registration conditions or regulations to your employer or DHFS.

## WHAT IS COVERED BY THESE REGULATIONS

1. Limits on exposure to radiation and radioactive material in restricted and unrestricted areas;
2. Measures to be taken after accidental exposure;
3. Personnel monitoring, surveys, and equipment;
4. Caution signs, labels, and safety interlock equipment;
5. Exposure records and reports;
6. Options for workers regarding Department inspections; and
7. Related matters.

## REPORTS ON YOUR OCCUPATIONAL RADIATION DOSE HISTORY

1. The DHFS regulations establish occupational limits for exposure to radiation and for concentrations of radioactive material in air and water. The regulations require your employer to give you a written report if you receive a dose in excess of any applicable limit. The limits on your occupational dose are in s. HFS 157.22(1); (7) and (8). While these are your maximum allowable limits, your employer is required to take steps to keep your radiation dose as far below limits as is reasonably achievable.
2. If the regulations require your employer to monitor your radiation exposure:
  - a. Your employer must advise you annually of your exposure to radiation.
  - b. Upon termination of employment, your employer must give you a written report of your radiation exposure if you request it.

## INSPECTIONS

All licensed or registered activities are subject to inspection by the State of Wisconsin, Department of Health and Family Services. Any worker or worker's representative who believes that violations of Wisconsin Administrative Code HFS 157 "Radiation Protection", or the terms of the employer's license or registration has occurred may request an inspection. The request must be in writing and sent to the address listed below. The request must describe the alleged violation in detail and be signed by you or your representative. During inspections, Department inspectors may confer privately with workers, and any worker may bring to the attention of the inspectors any past or present condition which he or she believes contributed to or caused a violation as described above. s. HFS 157.89(4)

Direct all inquiries on matters outlined above to:

Department of Health and Family Services, Radiation Protection Section,  
1 West Wilson St., Room 150, P.O. Box 2659, Madison, WI 53701-2659  
Phone: (608) 267-4797 Fax: (608) 267-4799

## POSTING REQUIREMENTS

Copies of this notice must be posted in every establishment where employees are engaged in activities licensed or registered by the State of Wisconsin, Department of Health and Family Services. Posting must permit employees working in or frequenting any portion of a restricted area to observe a copy on the way to or from their place of employment (s. HFS 157.88).